



## JOB DESCRIPTION

Position Title: **Plans Examiner**

Working Area: **Fire Safety**

Class Code: 4906

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Skilled technical work reviewing construction plans for compliance with the Life Safety Code, Fire Codes, and state and local fire requirements.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Reviews all plans commercial and residential for compliance with the Life Safety Code, fire codes, and state and local fire requirements.

Coordinates fire plan review with other County plan review functions.

Attends development review committee meetings to provide recommendations for fire code requirements as assigned.

Interprets codes and explains code requirements to citizens either orally or in writing.

Reviews hazardous occupancies and uses and establishes criteria for use through Federal, State, and County ordinances, as well as fire codes and the life safety code.

Maintains records of uses and locations in the County for permitting under the fire prevention codes.

Advises supervisor of problem areas and/or improvements that may affect public safety.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Through knowledge of the adopted fire codes, County ordinances, and building codes. Knowledge of modern firefighting and hazard control procedures. Knowledge of County development regulation processes.

Ability to read and interpret major structure plans and specifications. Ability to work effectively with the general public, architects and engineers in conjunction with site plans and building construction plans. Ability to communicate the fire code requirements to the general public both orally and in written form. Ability to read and interpret blueprints.

High School Diploma or GED and seven (7) years experience in a technical position in the construction industry, including responsibilities for reading and interpreting all types of construction drawings or fire inspections.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Must possess and maintain a State of Florida Fire Safety Inspection Certificate as outlined in Section 633 of the Florida Fire Code.

Must be registered as a Fire Inspector by the State of Florida. Must meet certification requirements as defined by Florida Statute 468 if dual certified.

Must possess and maintain a Florida Driver's License.

### **Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.